

BOROUGH OF LAKEHURST

WORK SESSION/REGULAR MEETING SEPTEMBER 21, 2017 TENTATIVE AGENDA

1. Approval of Minutes of September 7, 2017 Regular Meeting
2. Payment of Bills
3. Resolution regarding raffles license for Lakehurst Volunteer Fire Department
4. Resolution regarding application for NJ DOT 2018 Municipal Aid for Pine Street
5. Resolution regarding application for NJ DOT 2018 Municipal Aid for Willow Street
6. Resolution approving agreement with NJ Department of Community Affairs for Local Planning Services
7. Resolution approving membership in the Lakehurst Volunteer Fire Department for John L. Wilder II
8. Resolution appointing Robert Schroeck as police officer
9. Executive/Closed Session to discuss personnel matters/contract negotiations

Bernadette Dugan, RMC/CPM
Municipal Clerk

The Mayor and Council reserve the right to add or delete items from the agenda.

**RESOLUTION
SEPTEMBER 21, 2017**

WHEREAS, the governing body of the Borough of Lakehurst, in the County of Ocean and State of New Jersey has carefully examined all vouchers presented to the Borough Clerk for payment of claims; finding all to be accurate and legitimate;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey that the bills list as presented in the amount of \$136,312.21 is hereby approved.

I, Bernadette Dugan, Municipal Clerk, of the Borough of Lakehurst, County of Ocean, State of New Jersey, do hereby certify that the above resolution was approved by the Mayor and Council at the meeting of September 21, 2017.

**Bernadette Dugan, RMC
Municipal Clerk**

PO #	PO Date	Vendor	Amount	Charge Account	Contract Acct Type	PO Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
17-00696	08/31/17	A0093 ACTION UNIFORM CO.									
1		MORELLI OCPA INITIAL UNIFORM	963.00	7-01-25-127-272	B	UNIFORM REPAIRS - REPLACE	R	08/31/17	09/15/17		15779
17-00697	08/31/17	A0093 ACTION UNIFORM CO.									
1		BOWERS OCPA INITIAL UNIFORM	963.00	7-01-25-127-272	B	UNIFORM REPAIRS - REPLACE	R	08/31/17	09/15/17		15777
17-00698	08/31/17	A0093 ACTION UNIFORM CO.									
1		S/S SHIRT BDU 5:11	67.00	7-01-25-127-272	B	UNIFORM REPAIRS - REPLACE	R	08/31/17	09/15/17		15912
2		L/S SHIRT BDU 5:11	67.00	7-01-25-127-272	B	UNIFORM REPAIRS - REPLACE	R	08/31/17	09/15/17		15912
3		MAG HOLDER	67.00	7-01-25-127-272	B	UNIFORM REPAIRS - REPLACE	R	08/31/17	09/15/17		
4		GL HOLDER	15.00	7-01-25-127-272	B	UNIFORM REPAIRS - REPLACE	R	08/31/17	09/15/17		
5		KEEPER BASKETWEAVE	36.00	7-01-25-127-272	B	UNIFORM REPAIRS - REPLACE	R	08/31/17	09/15/17		
			<u>252.00</u>								
17-00701	08/31/17	A0090 ACCURATE TOWING									
1		PD TIRE CHANGE	50.00	7-01-26-147-252	B	POLICE VEHICLE MAINT/REPAIR	R	08/31/17	09/15/17		44273-1
17-00705	09/06/17	M0261 MACLEAN, NORBERT B, JR.									
1		MEDICARE REIMBURS. 6/17 - 8/17	602.40	7-01-23-121-228	B	Insurance - Medicare Reimbursement	R	09/06/17	09/15/17		
17-00707	09/08/17	B0957 BOROUGH OF BAY HEAD									
1		SHARED SERVICES 01/01-6/30/17	38,250.00	7-01-40-310-201	B	CHIEF FINANCIAL OFFICER	R	09/08/17	09/15/17		
2		SHARED SERVICES 01/01-6/30/17	8,670.00	7-01-40-310-202	B	TAX COLLECTOR	R	09/08/17	09/15/17		
			<u>46,920.00</u>								
17-00709	09/13/17	L0048 LAKEHURST OPERATING, INC.									
1		FUEL USAGE - AUGUST 2017	817.00	7-01-31-160-265	B	GASOLINE	R	09/13/17	09/15/17		
17-00710	09/13/17	L0104 LAKEHURST FIRST AID SQUAD									
1		CONTRIBUTION TO FIRSAID SQUAD	8,000.00	7-01-22-131-237	B	ANNUAL CONTRIBUTION	R	09/13/17	09/15/17		
17-00711	09/13/17	L0035 LANGUAGE LINE SERVICES									
1		COURT INTERPRETER SERVICES	20.40	7-01-43-201-299	B	MISCELLANEOUS	R	09/13/17	09/15/17		4141746
17-00715	09/13/17	A0075 GANNETT NEW JERSEY NEWSPAPERS									
1		CLERK ADVERT. 8/1/17-8/31/17	219.60	7-01-20-104-215	B	ADVERTISING	R	09/13/17	09/15/17		0000787898
17-00718	09/13/17	H0111 HIGGINS, ERIC S.									
1		REIMBURSEMENT FOR TOLLS	112.73	7-01-25-127-299	B	MISCELLANEOUS	R	09/13/17	09/15/17		

PO #	PO Date	Vendor	Contract	PO Type	Stat/Chk	First	Rcvd	Chk/Void	
Item Description	Amount	Charge Account	Acct Type Description			Enc Date	Date	Date	Invoice
17-00738	09/15/17	B0019 BOLLINGER, INC. - DENTAL							
1 DENTAL INSURANCE BILL	9/17	3,001.80	7-01-23-121-226	B Insurance - Dental	R	09/15/17	09/15/17		043405
17-00739	09/15/17	00140 OCEAN COUNTY BOARD OF HEALTH							
1 ANIMAL SHELTER BILLING	8/17	32.00	7-01-27-139-299	B MISCELLANEOUS	R	09/15/17	09/15/17		
17-00740	09/15/17	U0005 UNIFIRST CORPORATION							
1 PW UNIFORM CLEANING	08/17	746.00	7-09-00-101-271	B UNIFORMS	R	09/15/17	09/15/17		
17-00741	09/15/17	J0900 JCP&L							
1 ELECTRIC BILL UF		3,136.44	7-09-00-101-276	B ELECTRIC	R	09/15/17	09/15/17		
17-00742	09/15/17	J0900 JCP&L							
1 ELECTRIC BILL STREET LIGHTING		1,805.77	7-01-31-163-276	B STREET LIGHTING	R	09/15/17	09/15/17		
17-00743	09/15/17	J0900 JCP&L							
1 ELECTRIC BILL CF		4,484.90	7-01-31-162-276	B ELECTRICITY	R	09/15/17	09/15/17		
17-00744	09/15/17	L0040 LOWE'S							
1 B&G - CAMERA PD IMPOUND YARD		65.70	7-01-26-113-244	B EQUIPMENT - MAINTENANCE/REPAIR	R	09/15/17	09/15/17		
2 B&G - COURT OFFICE; STORM DRAI		228.89	7-01-26-113-261	B PAINT & LUMBER	R	09/15/17	09/15/17		
3 B&G - POLICE DEPT		49.95	7-01-26-113-299	B MISCELLANEOUS	R	09/15/17	09/15/17		
4 B&G - BOROUGH HALL DAMPRID		18.57	7-01-26-113-299	B MISCELLANEOUS	R	09/15/17	09/15/17		
5 B&G - ROPE FOR BEACH		8.54	7-01-26-113-262	B MINOR TOOLS & EQUIPMENT	R	09/15/17	09/15/17		
6 B&G - LAKE PIER		9.84	7-01-26-113-262	B MINOR TOOLS & EQUIPMENT	R	09/15/17	09/15/17		
7 B&G - ROAD PAINT		65.49	7-01-26-113-261	B PAINT & LUMBER	R	09/15/17	09/15/17		
		<u>446.98</u>							
17-00745	09/15/17	00139 OCEAN COUNTY LANDFILL							
1 LANDFILL DUMP FEE ESCROW		15,000.00	7-01-32-152-257	B LANDFILL FEES	R	09/15/17	09/15/17		
<hr/> Total Purchase Orders: 52 Total P.O. Line Items: 98 Total List Amount: 136,312.21 Total Void Amount: 0.00 <hr/>									

Totals by Year-Fund							
Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Total
CURRENT FUND APPROPRIATIONS	7-01	109,726.85	0.00	109,726.85	0.00	0.00	109,726.85
TRUST ACCOUNT	7-03	3,497.71	0.00	3,497.71	0.00	0.00	3,497.71
WATER & SEWER OPERATING	7-09	4,994.15	0.00	4,994.15	0.00	0.00	4,994.15
Year Total:		118,218.71	0.00	118,218.71	0.00	0.00	118,218.71
	R-02	6,080.50	0.00	6,080.50	0.00	0.00	6,080.50
	T-03	960.00	0.00	960.00	0.00	0.00	960.00
UTILITY CAPITAL	X-08	11,053.00	0.00	11,053.00	0.00	0.00	11,053.00
Total of All Funds:		136,312.21	0.00	136,312.21	0.00	0.00	136,312.21

Resolution: Approval to submit a grant application and execute a grant agreement with the New Jersey Department of Transportation for the Pine Street Roadway Improvements Phase II project.

WHEREAS, the Borough of Lakehurst is eligible to apply for funds from the New Jersey Department of Transportation under the Municipal Aid Program,

WHEREAS, the Borough of Lakehurst has established pedestrian safety as a leading priority along its local roads, particularly those heavy traffic areas and areas along the school walking routes,

NOW, THEREFORE, BE IT RESOLVED that Council of the Borough of Lakehurst, County of Ocean, State of New Jersey, formally approves the grant application for the above stated project.

BE IT FURTHER RESOLVED that the Mayor and Clerk are hereby authorized to submit an electronic grant application identified as MA-2018-Lakehurst Borough-00297 to the New Jersey Department of Transportation on behalf of Borough of Lakehurst.

BE IT FURTHER RESOLVED that the Mayor and Clerk are hereby authorized to sign the grant agreement on behalf of Borough of Lakehurst and that their signature constitutes acceptance of the terms and conditions of the grant agreement and approves the execution of the grant agreement.

Certified as a true copy of the Resolution adopted by the Council
On this 21st day of September, 2017

Clerk
Bernadette Dugan, RMC/CPM

My signature and the Clerk's seal serve to acknowledge the above resolution and constitute acceptance of the terms and conditions of the grant agreement and approve the execution of the grant agreement as authorized by the resolution above.

ATTEST and AFFIX SEAL

(Clerk)
Bernadette Dugan, RMC/CPM

(Presiding Officer)
Harry Robbins
Title Mayor

Resolution: Approval to submit a grant application and execute a grant agreement with the New Jersey Department of Transportation for the Willow Street Reconstruction project.

WHEREAS, the Borough of Lakehurst is eligible to apply for funds from the New Jersey Department of Transportation under the Municipal Aid Program,

WHEREAS, the Borough of Lakehurst has established pedestrian safety as a leading priority along its local roads, particularly those heavy traffic areas and areas along the school walking routes,

NOW, THEREFORE, BE IT RESOLVED that Council of the Borough of Lakehurst, County of Ocean, State of New Jersey, formally approves the grant application for the above stated project.

BE IT FURTHER RESOLVED that the Mayor and Clerk are hereby authorized to submit an electronic grant application identified as MA-2018-Lakehurst Borough-00296 to the New Jersey Department of Transportation on behalf of Borough of Lakehurst.

BE IT FURTHER RESOLVED that the Mayor and Clerk are hereby authorized to sign the grant agreement on behalf of Borough of Lakehurst and that their signature constitutes acceptance of the terms and conditions of the grant agreement and approves the execution of the grant agreement.

Certified as a true copy of the Resolution adopted by the Council
On this 21st day of September, 2017

Clerk
Bernadette Dugan, RMC/CPM

My signature and the Clerk's seal serve to acknowledge the above resolution and constitute acceptance of the terms and conditions of the grant agreement and approve the execution of the grant agreement as authorized by the resolution above.

ATTEST and AFFIX SEAL

(Clerk)
Bernadette Dugan, RMC/CPM

(Presiding Officer)
Harry Robbins
Title Mayor

**RESOLUTION
SEPTEMBER 21, 2017**

WHEREAS, John L. Wilder II has applied for membership in the Lakehurst Volunteer Fire Company No. 1 (LVFC) and the New Jersey State Firemen's Relief Association, **and**

WHEREAS, Section 2-20.4(a) 1 of the Revised General Ordinances of the Borough requires that the applicants meet certain criteria and that the applications be approved by the Governing Body, **and**

WHEREAS, the above applicant meets the criteria specified in Section 2-20.4(a) 1,

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey that the application of John L. Wilder II for membership in the Lakehurst Volunteer Fire Company and the New Jersey State Firemen's Relief Association is hereby approved, effective immediately.

I, Bernadette Dugan, Municipal Clerk of the Borough of Lakehurst, County of Ocean, State of New Jersey, do hereby certify that the above resolution was approved by the Mayor and Council at the meeting of September 21, 2017.

**Bernadette Dugan, RMC/CPM
Municipal Clerk**

Local Planning Services Scope of Services
Project 035: Lakehurst Borough

Objective

Local Planning Services (LPS) will prepare an Analysis and Recommendations Report for the Borough of Lakehurst, Ocean County. This report will include an evaluation of possible land use and development options for the municipally-owned Landfill and the Western Gateway Redevelopment Areas. Both properties are designated Areas in Need of Redevelopment pursuant to the Local Housing and Redevelopment Law (N.J.S.A. 40A:12A-1 *et seq.*).

The municipally-owned Landfill Redevelopment Area (Block 23, Lot 1.01) is approximately 11.48 acres of undeveloped land along the northwestern boundary of the Borough, adjacent to the Joint Base McGuire-Dix-Lakehurst (MDL). It is the largest developable parcel remaining in Lakehurst and the Borough is seeking redevelopment that will add to the tax base, be compatible with surrounding land uses and attract the highest and best use. The landfill was closed in 1976 and a recent site investigation (SI) and remedial investigation (RI) report recommends that a site-wide Unrestricted Use Response Action Outcome be issued by DEP.

The Western Gateway Redevelopment Area (Block 31, Lots 1 and 2) is approximately 2.7 acres of land located along State Route 70 and contains undeveloped woodlands. The property is privately-owned and once housed an Exxon gasoline station. The property previously contained contaminated soil which has since been remediated.

LPS will analyze the elements of the existing Redevelopment Plans, review demographics and market conditions and make recommendations for development of these properties, as appropriate. The Report will contain text, charts and maps that consider the Borough's vision for the properties, the surrounding land use conditions and relevant environmental, economic or regulatory constraints related to the redevelopment of these important properties in order to make them attractive to potential developers.

Project Tasks

A. Local Planning Services will:

1. Attend an initial kick-off meeting with the Working Committees assigned to each area of review to further define the content, vision and priorities of the project.
2. Attend additional meetings, on a regular basis, with each of the Working Committees to collect background information, share findings and gather feedback.
3. Conduct site investigation(s) of the redevelopment sites and adjacent properties.

4. Review existing local documents such as environmental studies, Redevelopment Plans, the Master Plan, land use regulations and zoning codes.
5. Review regional plans, base maps, studies, regulations and other relevant documents related to the Pinelands Commission, Ocean County and the Joint Base MDL.
6. Review demographic data, market trends, land use patterns and historic use of the area.
7. Identify and consult with county, regional and state agencies that could aid this project.
8. Prepare an Analysis and Recommendations Report, which will include:
 - a. An evaluation of current demographic, market and development conditions and trends;
 - b. A review and analysis of current Redevelopment Plans and applicable regulations;
 - c. Recommendations for appropriate development types and uses; and
 - d. If applicable, permitted uses, layout, density and bulk standards for the properties.
9. Provide and present the draft Analysis and Recommendations Report to the Borough and its Working Committees.
10. Upon request of the Land Use Board, attend a public hearing to present the final Analysis and Recommendations Report.

B. Lakehurst Borough will:

1. Adopt a Resolution 1) appointing a municipal contact; 2) approving the Scope of Services; and 3) establishing a Working Committees.
2. Immediately upon adoption of the Resolution, form Working Committees to support Local Planning Services. The Working Committees will meet periodically with Local Planning Services to lend feedback and local knowledge and provide background documents and other resources relevant to completion of the Analysis and Recommendations Report.

C. Local Planning Services and the Borough of Lakehurst will maintain consistent communication throughout the course of the project by way of bi-weekly correspondences.

Deliverables and Schedule

Local Planning Services will provide the Borough of Lakehurst with the following documents:

1. Draft Analysis and Recommendations Report – The draft Report will be presented to the Borough within six months of the Borough’s approval of the Resolution endorsing the

Scope of Services, unless additional time is needed to complete the project. If additional time is needed, the Borough and Local Planning Services will agree on an extension to the schedule.

2. Final Analysis and Recommendations Report – The final Analysis and Recommendations Report will incorporate necessary revisions requested by the Land Use Board and will be delivered to the Borough within one month after Local Planning Services receives such requests. If more time is needed, the Borough and Local Planning Services will agree on an extension to the schedule.
3. Local Planning Services will provide the Borough with five professionally printed copies of the Analysis and Recommendation Report as well as an electronic version in .pdf format. All Geographic Information Systems (GIS) maps and supporting data files may also be provided to the Borough upon request.

RESOLUTION
TO RETAIN PLANNING SERVICES
FROM THE DEPARTMENT OF COMMUNITY AFFAIRS
LOCAL PLANNING SERVICES

SEPTEMBER 21, 2017

WHEREAS, *Lakehurst Borough* is in need of professional planning services to analyze and make recommendations related to possible land use and development options for the municipally-owned Landfill and the Western Gateway Redevelopment Areas as both properties are designated Areas in Need of Redevelopment pursuant to the Local Housing and Redevelopment Law (N.J.S.A. 40A:12A-1 *et seq.*); (“the project”); **and**

WHEREAS, the New Jersey Department of Community Affairs, Office of Local Planning Services (“LPS”) provides a variety of planning services at no direct cost to eligible municipalities; **and**

WHEREAS, any cost to *Lakehurst Borough*, shall be approved by the Governing Body; **and**

WHEREAS, *Lakehurst Borough* is an eligible municipality and an application for services was submitted by the Mayor or municipal designee to Local Planning Services; **and**

WHEREAS, *Lakehurst Borough* has received the Scope of Services for the project prepared by Local Planning Services (attached); **and**

WHEREAS, *Lakehurst Borough* desires to accept the aforementioned Scope of Services and names Bernadette Dugan, Borough Clerk as the contact person for the project; **and**

WHEREAS, there is no budgetary impact on *Lakehurst Borough* for the services being provided by LPS; **and**

WHEREAS, *Lakehurst Borough* does not have in-house planning capabilities to perform the services being provided by LPS nor is *Lakehurst Borough* under contract with a professional planner to complete the project; **and**

WHEREAS, the Governing Body deems the interests of *Lakehurst Borough* will be best served by accepting the services being provided by LPS; **and**

WHEREAS, as a condition of receiving LPS’s services, *Lakehurst Borough* is required to form a Working Committee to guide and provide information to LPS; **and**

WHEREAS, *Lakehurst Borough* is committed to the completion of this project and will assist LPS as needed.

NOW THEREFORE BE IT RESOLVED that *Lakehurst Borough* hereby authorizes Bernadette Dugan, Borough Clerk to perform all acts necessary to accomplish the intent of this resolution; **and**

BE IT FURTHER RESOLVED by *Lakehurst Borough* as follows:

1. *Lakehurst Borough* will retain professional planning services provided by LPS and approves the attached Scope of Services for the planning project.
2. *Lakehurst Borough* has or will form Working Committees to work with LPS.
3. Lakehurst Borough authorizes the Mayor or municipal designee to appoint the members of the Working Committee and/or any replacement members necessary to retain functionality of the Committee in the event of vacancies; and
4. *Lakehurst Borough* will provide access to appropriate municipal staff, consultants and officials; meeting space; and other non-monetary resources that may be necessary to complete the identified planning project.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey that the Borough authorizes the acceptance and retention of **THE DEPARTMENT OF COMMUNITY AFFAIRS LOCAL PLANNING SERVICES TO perform PLANNING SERVICES** as more fully set forth in the Scope of Services attached hereto as Exhibit "A".

I, Bernadette Dugan, Municipal Clerk, of the Borough of Lakehurst, County of Ocean, State of New Jersey, do hereby certify that the above resolution was approved by the Mayor and Council at the meeting of September 21, 2017.

**Bernadette Dugan, RMC/CPM
Municipal Clerk**

RESOLUTION
SEPTEMBER 21, 2017

WHEREAS, NJSA 40A:14-118 allows for the creation of a police department and the appointment of members as deemed appropriate, **and**

WHEREAS, the Governing Body recognizes the need to increase the number of regular police officers as the result of attrition, **and**

WHEREAS, the Civil Service Commission has certified the results of the law enforcement examination, **and**

WHEREAS, Robert W. Schroeck has successfully passed the Civil Service Commission examination for police officer, and has been recommended for appointment by Chief Eric S. Higgins.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey appoints Robert W. Schroeck to the position of police officer, effective immediately, at a base salary of \$ 38,000.00 per annum.

I, Bernadette Dugan, Municipal Clerk, of the Borough of Lakehurst, County of Ocean, State of New Jersey, do hereby certify that the above resolution was approved by the Mayor and Council at the meeting of September 21, 2017.

Bernadette Dugan, RMC/CPM
Municipal Clerk

**RESOLUTION
SEPTEMBER 21, 2017**

WHEREAS, the Lakehurst Volunteer Fire Department has applied for a Raffle License to conduct one on-premise draw raffle (50/50 cash raffle) scheduled for October 14, 2017, **and**,

WHEREAS, the Statement of Findings and Determinations shows no reason why these licenses should not be issued.

NOW, THEREFORE, BE IT RESOLVED by the governing body of the Borough of Lakehurst, County of Ocean, State of New Jersey that the Raffle License for the Lakehurst Volunteer Fire Department is hereby approved.

I, Bernadette Dugan, Municipal Clerk of the Borough of Lakehurst, County of Ocean, State of New Jersey, hereby certify that the above resolution was approved by the governing body at the meeting of September 21, 2017.

**Bernadette Dugan, RMC/CPM
Municipal Clerk**